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Cardinal Flowcharting Standards Represents a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a Step Indicates point at which the process begins. Does noun phrase (Invoice Processing) to describe the step. Description Start not represent any activity. Represents a batch process within the PeopleSoft system. Use Batch Indicates point at which the process ends. Does End a verb phrase (Process Invoice) NOT a noun phrase (Invoice **Process** not represent any activity. Processing) to describe the step. Template Key Represents a process or step that is performed manually. Use a Manual Document Represents a document of any kind, either verb phrase (Process Invoice) NOT a noun phrase (Invoice Operation electronic or hard copy Processing) to describe the step. Represents the possible outcomes of a decision or analysis that On-Page Connector. Used to avoid complex took place in a step immediately preceding. NOTE: this symbol Decision overlapping connector lines or to continue a Χ itself does NOT represent any activity, and should not be given an Outcome process on a subsequent page. Connectors are identifier. labeled with UPPER CASE letters. Inter Process Connector. Used to connect steps Represents an entity (person, organization, etc.). Ε Entity between business processes. Connectors are Used only when necessary to show the source of Name labeled with UPPER CASE letters. important information

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PA 2.0 Create and Maintain Project Budgets - 2.1 Create and Maintain Project Budgets in Commitment Control

